

## HOW TO REGISTER FOR "CLUB EXTRA'S"

This guide will help you register for the club extra's that are often part of an event. It could be bus travel, meal and merchandise.

You can follow these instructions whether you are registering to race and wanting to do it all in one rego or you've done your race registration and not done your extra's nomination.

Log into the site as you would normally and choose the event you require. Select your race requirements and then slide to the far right to see the club extra selections. If you are nominating just for yourself put a 1 in the right box for your age division. If you are registering for your partner as well, make sure you put a 1 in the correct gender. So, if one male and one female make sure you separate them, otherwise you won't be able to search for your partner or add a Non AOCRA member.

| Name            | OC1<br>MARATHON<br>25km<br>Downwinder | OC1<br>SHORT<br>COURSE<br>12km<br>Short<br>Course | OC1<br>OTHER1<br>6km<br>Ultra<br>Short<br>Course | OC2<br>MARATHON<br>25km<br>Downwinder | OC2<br>SHORT<br>COURSE<br>12km<br>Short<br>Course | OC2<br>OTHER1<br>6km<br>Ultra<br>Short<br>Course | V1<br>MARATHON<br>25km<br>Downwinder | V1<br>SHORT<br>COURSE<br>12km<br>Short<br>Course | V1<br>OTHER1<br>6km<br>Ultra<br>Short<br>Course | CLUB EXTRAS -<br>PRESENTATION<br>MEAL<br>Meal | CLUB<br>EXTRAS -<br>BUS<br>TRANSPORT<br>Bus |
|-----------------|---------------------------------------|---|--|---------------------------------------|---|--|--------------------------------------|--|---|---|---|
| Novice<br>Men   |                                       | <input type="checkbox"/>                          | <input type="checkbox"/>                         |                                       | <input type="checkbox"/>                          | <input type="checkbox"/>                         | <input type="checkbox"/>             | <input type="checkbox"/>                         | <input type="checkbox"/>                        | <input type="checkbox"/>                      | <input type="checkbox"/>                    |
| Novice<br>Women |                                       | <input type="checkbox"/>                          | <input type="checkbox"/>                         |                                       | <input type="checkbox"/>                          | <input type="checkbox"/>                         | <input type="checkbox"/>             | <input type="checkbox"/>                         | <input type="checkbox"/>                        | <input type="checkbox"/>                      | <input type="checkbox"/>                    |
| Novice<br>Mixed |                                       |   |  |                                       | <input type="checkbox"/>                          | <input type="checkbox"/>                         |                                      |  |   |   |   |
| 21U<br>Men      |                                       | <input type="checkbox"/>                          | <input type="checkbox"/>                         |                                       | <input type="checkbox"/>                          | <input type="checkbox"/>                         | <input type="checkbox"/>             | <input type="checkbox"/>                         | <input type="checkbox"/>                        | <input type="checkbox"/>                      | <input type="checkbox"/>                    |
| 21U<br>Women    |                                       | <input type="checkbox"/>                          | <input type="checkbox"/>                         |                                       | <input type="checkbox"/>                          | <input type="checkbox"/>                         | <input type="checkbox"/>             | <input type="checkbox"/>                         | <input type="checkbox"/>                        | <input type="checkbox"/>                      | <input type="checkbox"/>                    |
| 21U<br>Mixed    |                                       |   |  |                                       | <input type="checkbox"/>                          | <input type="checkbox"/>                         |                                      |  |   |   |   |
| Open<br>Men     | <input type="checkbox"/>              | <input type="checkbox"/>                          | <input type="checkbox"/>                         | <input type="checkbox"/>              | <input type="checkbox"/>                          | <input type="checkbox"/>                         | <input type="checkbox"/>             | <input type="checkbox"/>                         | <input type="checkbox"/>                        | 1   | 1   |
| Open<br>Women   | <input type="checkbox"/>              | <input type="checkbox"/>                          | <input type="checkbox"/>                         | <input type="checkbox"/>              | <input type="checkbox"/>                          | <input type="checkbox"/>                         | <input type="checkbox"/>             | <input type="checkbox"/>                         | <input type="checkbox"/>                        | 1   | 1   |

Scroll all the way down and click on NEXT. The cost page will come up and make sure the calculations are correct and the same amount is in the Total box. If it is \$0 you need to go back to race registration and start again. It helps to clear your cookies.

# Race Registration

|                     |  |         |
|---------------------|--|---------|
| Senior Fee payables |  | \$70.00 |
| Total               |  | \$70.00 |

Enter number of Junior Teams:

| Name  | OC1<br>MARATHON | OC1<br>SHORT<br>COURSE | OC1<br>OTHER1 | OC2<br>MARATHON | OC2<br>SHORT<br>COURSE | OC2<br>OTHER1 | OC2<br>MARATHON |
|-------|-----------------|------------------------|---------------|-----------------|------------------------|---------------|-----------------|
| Total |                 |                        |               |                 |                        |               | \$70.00         |

[PROCEED](#)

Click on PROCEED. This is where you will search for your partner or just make sure you are ticked. If searching for your partner, key in their last name only. Make sure you are spelling it correctly and their membership is current to the event. If they are a Non AOCRA member you scroll down a little further and enter their details. When doing the DOB choose the year first, then the month, then the day. Scroll all the way to the bottom of the page and click SEARCH. It will appear that this page hasn't done anything but if you scroll down it will have the paddlers for you to choose from and you put a tick in the right boxes.

## Add an AOCRA Team Mate

Please enter Team Names (AOCRA Members)

Surname #1 :

Withrington

Surname #2 :

Surname #3 :

Surname #4 :

Surname #5 :



SEARCH TEAM MATE

| <b>SEARCH TEAM MATE</b>                     |  |        |                      |
|---|--|--------|----------------------|
| <input checked="" type="checkbox"/>         | 4841.Withrington Connie, Senior Master |        |                      |
| <b>Senior Team</b>                          |  |        |                      |
| <input checked="" type="checkbox"/>         | 3802.Withrington Grant,Senior Master   |        |                      |
| <b>Junior Team</b>                          |  |        |                      |
|   |  |        |                      |
|   |  |        |                      |
| Please enter Team Names (Non AOCRA Members) |  |        |                      |
| Surname                                     | Given name                             | Gender | DOB                  |
| <input type="text"/>                        | <input type="text"/>                   | Male ▾ | <input type="text"/> |

Click NEXT and the following page will come up confirming your nomination.

| Senior Team                               |   |  |   |  |
|---|---|--|---|--|
| Name                                      | CLUB EXTRAS<br>PRESENTATION<br>MEAL<br>(Meal)<br>OM<br>1 Team | CLUB EXTRAS<br>BUS<br>TRANSPORT<br>(Bus)<br>OM<br>1 Team | CLUB EXTRAS<br>PRESENTATION<br>MEAL<br>(Meal)<br>OW<br>1 Team | CLUB EXTRAS<br>BUS<br>TRANSPORT<br>(Bus)<br>OW<br>1 Team |
| 4841 .Withrington Connie,Senior<br>Master |   |  | <input checked="" type="checkbox"/>                           | <input checked="" type="checkbox"/>                      |
| 3802. Withrington Grant,Senior<br>Master  | <input checked="" type="checkbox"/>                           | <input checked="" type="checkbox"/>                      |   |  |

  

| Junior Team |  |  |  |  |
|-------------|--|--|--|--|
| Name        |  |  |  |  |
|             |  |  |  |  |

  

| Notes |
|-------|
|       |

Click NEXT and the site will take you to the payment page where you enter your Credit Card details.  
 Tick the boxes down the bottom and click on the SUBMIT button ONCE. If you do it twice it will charge you again.